



2026 Tour of Homes™ Entry Checklist

Event Dates: July 10–12 & 17–19

Eligibility: Homes must be newly constructed within 24 months of the Tour. Homes resold by anyone other than the builder are **not eligible**.

Registration & Fees

- ☐ **Tour of Homes Fee & COBA Membership Dues** (if not current COBA member)
 - Before March 31: **\$2,250**
 - After March 31: **\$2,500**
 - COBA Membership Dues: **\$449**
 - **Final registration deadline: June 1, 2025**
 - ☐ **Tour of Homes Registration Form – Completed**
 - ☐ **Signed Builder Agreement**
 - ☐ **Proof of Commercial General Liability Insurance**
 - Minimum coverage: **\$1,000,000**
 - Must name **COBA** as additional insured
 - Coverage dates must include the Tour dates
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Required Materials for Official Tour Guide

- ☐ **Company Logo** (High-res file)
- ☐ **Completed Profile, Features & Directions Page**
 - *Info will be published exactly as submitted in document Bulletin does not edit it*
- ☐ **Front Elevation or Clear Photo of Finished Home**
 - Used for professional rendering
- ☐ **Clean Floor Plans**
 - *No dimensions or material callouts*
 - Will be published in the Tour Guide

☐ Completed list of Subcontractors and Suppliers

- **Must use provided Excel template**
 - Include company name, contact, and email
 - List will be displayed on COBA website & **listed subs will have opportunity to take an ad out on your Tour Guide page. If not listed, they will not be able to purchase a sub ad.**
- ☐ **Copy of Building Permit and/or Receipt**
 - ☐ **HOA Approval Letter** (*If home is in a gated community*)
 - ☐ **Homeowner Agreement** (*If home is presold*)
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Important Dates & Reminders

- All materials due by **June 1**
 - Tour Guide Proofing – this needs to be approved by builder. ***June 22** (estimated)
 - Subs will not be able to take out an ad on your page without being listed in sub list
 - Subs need to be a **COBA member** in order to ‘advertise’ in the house during the Tour.
 - Bulletin **does not proof** your Features/directions – this is copy/pasted into the page. Please ensure accuracy of information
 - Mandatory Tour Sign Pickup at COBA: **July 8th**
 - Photo’s need to be scheduled and completed by **July 8th**
 - TOH Judging is completed on Friday **July 10th** as early as 8:30am. House needs to be completed and open for judges.
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Submission Instructions

- Submit all documents via email or dropbox to **christinem@coba.org**